

Appendix A

102

GOALS

17%

GOAL COMPLETION

● Draft ● Not started ● On Track ● Behind ● Overdue ● Complete → Direct Alignment ---- Indirect Alignment

QATHET REGIONAL DISTRICT PLAN CLIMATE CHANGE

Goal	Details	Start Da...	Due Date	Curre...	Update	Owner
Develop and Implement a GHG Reduction Strategy: 100%		01/01/2019	12/31/2022	100% 100 / 100%	<i>No updates recorded</i>	Mike Wall Manager of Asset Management & Strategic Initiatives
→ Engage GHG Accounting: 100%		01/01/2020	03/31/2020	100% 100 / 100%	Mike Wall: Progress: GHG and MW reviewed best practices throughout North America and Europe, reviewed draft with senior management team, made edits and presented to Board Challenges: <i>No value</i> Next Steps: Implement Strategy 03/27/2020	Mike Wall Manager of Asset Management & Strategic Initiatives
→ Review Draft with Senior Management Team and complete edits: 100%		01/01/2020	03/31/2020	100% 100 / 100%	Mike Wall: Progress: Senior Staff provided input to Draft for final revisions Challenges: <i>No value</i> Next Steps: <i>No value</i> 03/27/2020	Mike Wall Manager of Asset Management & Strategic Initiatives

<p>→ Present GHG Reduction Strategy to qRD Board for adoption: 100%</p>	01/01/2020	03/31/2020	100% 100 / 100%	<p>Mike Wall:</p> <p>Progress: Board adopted Strategy</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p><i>03/27/2020</i></p>	Mike Wall Manager of Asset Management & Strategic Initiatives
Develop and Implement Climate Action Plans: 100%	01/01/2019	12/31/2022	0% 0 / 100%	<i>No updates recorded</i>	Mike Wall Manager of Asset Management & Strategic Initiatives
Develop a Drinking Water Management Plan: 100%	01/01/2019	12/31/2022	0% 0 / 100%	<i>No updates recorded</i>	Mike Wall Manager of Asset Management & Strategic Initiatives
<p>→ Recommend Board increase budget to meet Associated Engineering's scope change quote.: 100%</p>	04/01/2020	12/31/2020	0% 0 / 100%	<i>No updates recorded</i>	Mike Wall Manager of Asset Management & Strategic Initiatives

ECONOMIC DEVELOPMENT

Goal	Details	Start Da...	Due Date	Curre...	Update	Owner
Define Economic Development for qathet Regional District: 100%		01/01/2019	12/31/2022	17% 16.67 / 100%	<i>No updates recorded</i>	Al Radke CAO
<p>→ Seek approval from Board to apply for an Island Coastal Economic Trust (ICET) grant: 1 Endorsement(s)</p>	ICET offers an Economic Development Readiness Program Grant. Application can be made under the category of Community Development to specifically work on an Economic Development Strategy. It is a \$30,000 maximum, one-time grant opportunity.	03/01/2020	03/31/2022	100% 1 / 1 Endorsement	<p>Al Radke:</p> <p>Progress: At the regularly scheduled Board meeting of the qathet Regional District held on March 30, 2020; the Board passed the following motion:</p> <p>THAT the Committee recommend the Board authorize staff to apply for an Island Coastal Economic Trust Economic Development Readiness Program Grant to create an economic development strategy.</p> <p>Challenges: COVID-19 has intervened on regular workloads. Uncertain if ICET will be processing grant applications during the pandemic.</p> <p>Next Steps: Prepare and submit application. Consult with ICET on process.</p> <p><i>04/16/2020</i></p>	Al Radke CAO

→ Apply to ICET for an Economic Development Readiness Program Grant under the category of Community Development.: 1 Application(s)	<ul style="list-style-type: none"> Application must be submitted by April 30. Notification of award, if any, will be known in May. 	04/01/2020 04/30/2022	50% 0.5 / 1 Application	AI Radke: Progress: Application in for review by Line Robert of ICET. Waiting for recommendations and/or suggestions for improvements or edits. Challenges: Had Zoom call with Line on April 21, 2020. There may be an outside chance that our application does not meet the scope of ICET's expectations. Next Steps: Once review is completed, clean up the application and formally submit. 04/22/2020	AI Radke CAO
→ Create Request for Proposal (RFP):. 1 Request(s)	Take some pointers from the City of Campbell River's recent Request for Proposal for an Economic Development Strategy.	05/01/2020 05/31/2022	0% 0 / 1 Request(s)	No updates recorded	AI Radke CAO
→ Advertise Request for Proposal regarding expectations.: 1 Advertisement(s)	<ul style="list-style-type: none"> Follow Delegation of Purchasing Authority Bylaw No. 454. Adhere to prescribed spending commitment and signing authority matrix. 	06/01/2020 07/31/2022	0% 0 / 1 Advertiser	No updates recorded	AI Radke CAO
→ Choose applicant to deliver product.	<ul style="list-style-type: none"> Review applications. Negotiate with lead proponent(s) 	08/01/2020 08/31/2022	0%	No updates recorded	AI Radke CAO
→ Commission a consultant to perform work		09/01/2020 09/30/2022	0%	No updates recorded	AI Radke CAO
→ Board must define what economic development means to our jurisdiction		10/01/2020 12/31/2022	0%	No updates recorded	AI Radke CAO
→ Board must determine what role they play in economic development.	<p>Is the role of the Board:</p> <ul style="list-style-type: none"> To focus on investments and efficiencies that shape the broad economic environment for business and labour through transportation infrastructure, water and waste systems, public safety, natural amenities, regulation, public safety, education, and the overall tax structure? Or, in a narrower scope offer direct assistance and incentives for businesses and industries, thus encouraging business investment and productivity? 	10/01/2020 12/31/2022	0%	No updates recorded	AI Radke CAO

<p>→ Board must establish policy relating to economic development.</p>	<p>What entails economic development</p> <ul style="list-style-type: none"> • An attractive community – educational opportunities, health care services, recreational pursuits, safe community, emergency services, inclusive. • Opportunities for citizens to participate and contribute in the local and/or external community. • Retaining and strengthening business legacies within the community. • It is essential for the growth and sustainability of the community. • The quality of life within the community. • It references the social, cultural, political and economic environments within the community. • Balanced growth within the community. • Creating capacity and wealth within the community. • Offering tax assistance to business and industry. 	10/01/2020	12/31/2022	0%	No updates recorded	AI Radke CAO
<p>Develop an Economic Development Strategy: 100%</p> <p>→ Explore practicality of a regional economic development model</p>		01/01/2019	12/31/2022	0% 0 / 100%	No updates recorded	AI Radke CAO
		10/01/2020	12/31/2022	0%	No updates recorded	AI Radke CAO
<p>Promote Regional Collaboration through C3 Groups: 100%</p> <p>→ Liaise with Tla’amin First Nation and City of Powell River Chief Administrative Officers: 1 Meeting(s) to 8 Meeting(s)</p>		01/01/2019	12/31/2022	19% 18.75 / 100%	No updates recorded	AI Radke CAO
		01/01/2020	12/31/2022	25% 2.75 / 8 Meeting(s)	<p>AI Radke:</p> <p>Progress: There have been no further C3 related meetings between the three CAOs this quarter. However, due to COVID-19 we have been in constant communication on a daily basis.</p> <p>Challenges: No value</p> <p>Next Steps: Get back on schedule once the Provincial Health Officer, Dr. Bonnie Henry relaxes Orders or guidelines respecting social/physical distancing and how many people can congregate.</p> <p>04/22/2020</p>	AI Radke CAO

→ Attend C3 meetings: 1 Meeting(s) to 4 Meeting(s)	01/01/2020	12/31/2022	25% 1.75 / 4 Meeting(s)	<p>AI Radke:</p> <p>Progress: C3 meetings have been suspended until COVID-19 Orders or guidelines lifted.</p> <p>Challenges: Delays potential initiatives getting traction or conversely, could over saturate capacities once we do get back to the table.</p> <p>Next Steps: Wait until Provincial Health Officer, Dr. Bonnie Henry eases Orders or guidelines regarding social/physical distancing and how small/large of groups can meet and congregate.</p> <p>04/22/2020</p>	AI Radke CAO
→ Identify opportunities for collaboration and cooperation: 1 Opportunity(ies)	01/01/2020	12/31/2022	0% 0 / 1 Opportunity(ies)	No updates recorded	AI Radke CAO
→ Host C3 meetings in rotation: 1 Meeting(s)	01/01/2020	12/31/2022	25% 0.25 / 1 Meeting(s)	<p>AI Radke:</p> <p>Progress: Last meeting held Thursday February 27, 2020 and hosted by the City of Powell River at the Town Centre Hotel.</p> <p>Challenges: No value</p> <p>Next Steps: Next scheduled meeting should be some time in May/June. As long as the Provincial Health Officer, Dr. Bonnie Henry relaxes Orders or guidelines on social/physical distancing and the number of people who can congregate in a room.</p> <p>04/22/2020</p>	AI Radke CAO

PARKS, RECREATION AND CULTURE

Goal	Details	Start Da...	Due Date	Curre...	Update	Owner
Implement the Park Acquisition Strategy: 100%		01/01/2019	12/31/2022	27% 27.27 / 100%	No updates recorded	Laura Roddan Manager of Planning Services
→ Consider establishing a new regional service for the purpose of funding the acquisition of new parkland: 100%		01/01/2019	03/31/2020	100% 100 / 100%	No updates recorded	Laura Roddan Manager of Planning Services
→ Consider increasing the requisition limit of "Regional Park Conversion and Service Establishment Bylaw No. 439, 2010": 100%		01/01/2019	03/31/2020	100% 100 / 100%	No updates recorded	Laura Roddan Manager of Planning Services

→ Consider establishing a statutory reserve fund under Bylaw No. 439 for parkland acquisition purposes: 100%		01/01/2019 03/31/2020	100% 100 / 100%	No updates recorded	Laura Roddan Manager of Planning Services
→ Consider choosing DL 1375 as the location of the parkland acquisition site on Savary Island: 100%		04/01/2020 12/31/2020	0% 0 / 100%	No updates recorded	Laura Roddan Manager of Planning Services
→ Consider prioritizing, in a closed meeting, the 6 parkland acquisition sites using the Regional District of Nanaimo Regional Parks Acquisition Criteria and Rating System: 100%		04/01/2020 12/31/2020	0% 0 / 100%	No updates recorded	Laura Roddan Manager of Planning Services
→ Consider developing a regional park classification system and apply it to the existing regional parks as well as the proposed parkland acquisition sites: 100%		01/01/2021 06/30/2021	0% 0 / 100%	No updates recorded	Laura Roddan Manager of Planning Services
→ Consider adopting a vision, a conceptual plan, a set of management goals, and a desired park classification for the parkland acquisition sites: 100%		06/01/2021 12/31/2021	0% 0 / 100%	No updates recorded	Laura Roddan Manager of Planning Services
→ Consider developing detailed cost estimates for acquiring and developing the parkland acquisition sites: 100%		01/01/2022 06/30/2022	0% 0 / 100%	No updates recorded	Laura Roddan Manager of Planning Services
→ Consider directing staff to research and apply for appropriate grants to boost parkland acquisition funds: 100%		06/01/2022 09/30/2022	0% 0 / 100%	No updates recorded	Laura Roddan Manager of Planning Services
→ Consider using long-term borrowing to fund the acquisition of new parkland sites: 100%		09/01/2022 12/31/2022	0% 0 / 100%	No updates recorded	Laura Roddan Manager of Planning Services
→ Consider developing a campaign aimed at building community support for acquiring new parklands with public fund: 100%		09/01/2022 12/31/2022	0% 0 / 100%	No updates recorded	Laura Roddan Manager of Planning Services
Develop a Process for using Grants-in-Aid to support Multicultural Events: 100%		01/01/2019 12/31/2022	33% 32.9 / 100%	No updates recorded	Linda Greenan Manager of Financial Services
→ Present revised grants process to Board: 100%	Need Board approval to revise grants-in-aid, economic development and social planning grant funding process.	12/01/2019 02/27/2020	100% 100 / 100%	Linda Greenan: Progress: Board approved a revised grant funding process at the February 27, 2020 Board meeting. Challenges: No value Next Steps: No value 03/20/2020	Linda Greenan Manager of Financial Services
→ Request Board to establish a Financial Assistance Advisory Committee: 100%	Need Board to establish a Financial Assistance Advisory Committee.	12/01/2019 02/27/2020	100% 100 / 100%	Linda Greenan: Progress: Board established a Financial Assistance Advisory Committee at the February 27, 2020 Board meeting. Challenges: No value Next Steps: No value 03/20/2020	Linda Greenan Manager of Financial Services

→ Request Board to approve the Financial Assistance Advisory Committee Terms of Reference: 100%	Need Board to establish a Financial Assistance Advisory Committee.	12/01/2019	03/30/2020	99% 99 / 100%	Linda Greenan: Progress: Board to approve FAAC Terms of Reference at March 30, 2020 meeting Challenges: <i>No value</i> Next Steps: <i>No value</i> 03/30/2020	Linda Greenan Manager of Financial Services
→ Advertise for FAAC members: 100%	Need Board to establish a Financial Assistance Advisory Committee.	12/01/2019	04/10/2020	30% 30 / 100%	Linda Greenan: Progress: Advertise for membership as follows: - qRD website - March 27, 2020 - PR Peak - April 1, 3, 8, 10 - 2020 - Texada Lines - April, 2020 - Lasqueti.ca - March 27, 2020 Challenges: <i>No value</i> Next Steps: <i>No value</i> 03/30/2020	Linda Greenan Manager of Financial Services
→ Appoint Committee Members: 2 Event(s)	Committee to recommend members at April 15, 2020 Committee of the Whole meeting Board to appoint members at April 30, 2020 Board meeting	04/15/2020	04/30/2020	0% 0 / 2 Event(s)	No updates recorded	Linda Greenan Manager of Financial Services
→ Collate and summarize all grant in aid applications	Accountant to collate and summarize all grant in aid requests received by April 30, 2020 for first FAAC meeting.	04/30/2020	05/15/2020	0%	No updates recorded	Linda Greenan Manager of Financial Services
→ Advise Committee appointments	Advise Committee Appointments by email	05/01/2020	05/06/2020	0%	No updates recorded	Linda Greenan Manager of Financial Services
→ Set up and advertise FAAC Meeting		05/01/2020	05/15/2020	0%	No updates recorded	Linda Greenan Manager of Financial Services
→ Prepare FAAC Grant recommendations report	Prepare FAAC grant recommendation report for June 11, 2020 Committee of the Whole meeting.	06/01/2020	06/03/2020	0%	No updates recorded	Linda Greenan Manager of Financial Services
→ Prepare letters for approved grants	Accounting Clerk to prepare approved grant letters	06/26/2020	07/15/2020	0%	No updates recorded	Linda Greenan Manager of Financial Services
Implement the Regional Trails Plan: 100%		01/01/2019	12/31/2022	11% 11.11 / 100%	No updates recorded	Laura Roddan Manager of Planning Services
→ Secure liability insurance to indemnify trail volunteers: 100%		01/01/2019	12/31/2019	100% 100 / 100%	No updates recorded	Laura Roddan Manager of Planning Services
→ Establish a PRRD Regional Trails Network Standing Committee to coordinate all trail-related initiatives: 100%		01/01/2021	04/01/2021	0% 0 / 100%	No updates recorded	Laura Roddan Manager of Planning Services
→ Recruit and retain a Regional Parks and Trails Coordinator to work with all levels of government and volunteer trail user groups: 100%		04/01/2021	06/30/2021	0% 0 / 100%	No updates recorded	Laura Roddan Manager of Planning Services

→ Finalize the list of existing priority trails for legitimization based on a comprehensive survey of trail maintenance and regulation needs (starting with the list in Section 5.3 of the Plan): 100%	06/01/2021	09/30/2021	0% 0 / 100%	No updates recorded	Laura Roddan Manager of Planning Services
→ Create a funding plan for trail upgrades and maintenance: 100%	09/01/2021	12/31/2021	0% 0 / 100%	No updates recorded	Laura Roddan Manager of Planning Services
→ Apply for the legitimization of existing, priority trails: 100%	01/01/2022	05/31/2022	0% 0 / 100%	No updates recorded	Laura Roddan Manager of Planning Services
→ Planning of proposed priority trails and trail elements (as outlined in Section 5.1 of the Plan): 100%	06/01/2022	09/30/2022	0% 0 / 100%	No updates recorded	Laura Roddan Manager of Planning Services
→ Establish an online trail information hub where real time data can be gathered from trail users and trail conditions can be shared: 100%	10/01/2022	12/31/2022	0% 0 / 100%	No updates recorded	Laura Roddan Manager of Planning Services
→ Create and implement a comprehensive and consistent signage and wayfinding program for all managed trails: 100%	10/01/2022	12/31/2022	0% 0 / 100%	No updates recorded	Laura Roddan Manager of Planning Services

SOCIAL PLANNING

Goal	Details	Start Da...	Due Date	Curre...	Update	Owner
Improve Rural Transportation Access to the City: 100%		01/01/2019	12/31/2022	4% 4.17 / 100%	No updates recorded	Al Radke CAO
→ Meet monthly with Regional Public Transportation Working Group: 8 Meeting(s)		01/01/2020	08/31/2020	13% 1 / 8 Meeting(s)	Al Radke: Progress: Last Regional Transportation Service Exploration Working Group meeting scheduled for March 23 was cancelled due to COVID-19. Future meetings will be suspended until Provincial Health Officer, Dr. Bonnie Henry relaxes Orders or guidelines regarding social/physical distancing and how many people can congregate in a room. Challenges: Delays work on the file. Current final report deadline may have to be extended. Next Steps: Monitor new protocols and guidelines issued by the PHO. 04/22/2020	Al Radke CAO

→ Present options to the Working Group to consider

01/01/2020 08/31/2020

AI Radke:

AI Radke | CAO

Progress: Lynne Tang, Director, Community Policy and Legislation, Ministry of Municipal Affairs and Housing and Stephen Harrison, Senior Policy Analyst, Ministry of Municipal Affairs and Housing, gave a presentation regarding Ride Hailing legislation, the potential operators in the region, the defined ride hailing regions and the role of local governments in preparing for ride hailing in communities.

15%

Business model presented to Working Group regarding a service governed (owned and operated) by local government.

Details of Innisfil Transit Strategy shared with Working Group.

Challenges: *No value*

Next Steps: *No value*
03/13/2020

→ Research alternative models for public transportation

01/01/2020 08/31/2020

0%

AI Radke:

AI Radke | CAO

- BC Transit expansion
- Service primarily governed by local government
- What are other jurisdictions doing in BC
- Investigate partnering with other local governments and First Nations
- Investigate partnering with local health authority
- What are jurisdictions doing in other provinces
- New opportunities i.e. ride hailing

Progress: Had a telephone call scheduled with Karin Olson, Chief Operating Officer, Coastal for Vancouver Coastal Health on Friday April 3, 2020. Intent was to discuss possibility of sharing costs for a bus from Saltery Bay to Vancouver. A model similar to what is used in the Interior. Interrupted and cancelled due to COVID-19.

BC Transit announced on April 20, 2020 that as a result of COVID-19, with the support of its Board of Directors, BC Transit has made the difficult decision to defer all planned 2020/21 expansions until 2021/22 in order to focus on service and ridership recovery in every transit system.

Over the coming months, they will work closely with both local government partners and the Province to better understand the financial implications of the pandemic and evaluate available funding to enable expansion planning to resume once ridership returns.

Challenges: Delays conversation of a potential partnership.

This will postpone the planned expansion this summer to the Stillwater route and on to Saltery Bay. This expansion was designed to alleviate some of the angst created with the loss of Malaspina Coach Lines and the irregular service of Sunshine Coast Connector.

Next Steps: Keep in touch with Karin Olson to re-schedule once COVID-19 is under control.

Keep in touch with BC Transit to determine when funds are available to resume expansion of services.

04/22/2020

Develop and Prioritize Social Planning Goals: 100%

01/01/2019 12/31/2022

0%
0 / 100%

No updates recorded

Al Radke | CAO

→ Assess which opportunities are 'shelf ready'

01/01/2020 12/31/2022

0%

No updates recorded

Al Radke | CAO

→ Conduct joint meeting with CAO cohorts and Social Planner

01/01/2020 12/31/2022

AI Radke:

AI Radke | CAO

Progress: The last three CAO meeting was January 10. This the meeting where we typically discuss topics of common interest, including things but not limited to social planning, emergency management and C3. We often invite the likes of Meriko Kubota and Ryan Thoms to give updates or presentations. With Meriko Kubota on maternity that opportunity did not occur. Meetings have been suspended since the COVID-19 pandemic outbreak but we are in daily communications through the regional EOC. Unfortunately, at this time all conversation is COVID-19 and EOC centered.

0%

Challenges: *No value*

Next Steps: Once the COVID-19 pandemic is under control, we will resume regular meetings again.

04/22/2020

→ Confirm respective objectives

01/01/2020 12/31/2022

No updates recorded

AI Radke | CAO

- Collaborative "Housing Group"
- Housing Strategy for the Powell River region
- Local innovative funding opportunities for affordable housing
- Diverse housing options for vulnerable populations
- Families are supported in finding services
- Early childcare businesses are supported
- Sufficient early childhood educators
- Public gathering space in each community
- A permanent regional social cohesion (grant) program
- Year round regional public spaces activities plan
- Regular public engagement by the three local governments
- Economic progress principles implemented by three local governments
- Adult workers in the region earn a living wage
- Public is knowledgeable about economic progress, social procurement and living wage

0%

→ Determine which objectives align with grant opportunities		01/01/2020	12/31/2022	0%	No updates recorded	Al Radke CAO
→ Liaise with Social Planner		01/01/2020	12/31/2022	0%	AI Radke: Progress: The maternity leave of Meriko Kubota has interfered with establishing an initial meeting. Then the hiring of her temporary replacement, Kai Okazak, was displaced by the COVID-19 pandemic and his immediate secondment to EOC related duties relative to the vulnerable populations. Challenges: No value Next Steps: Once the COVID-19 pandemic is under control, inroads will be made to establish a starting point. 04/22/2020	Al Radke CAO
→ Prioritized list presented back to respective local governments for endorsement		01/01/2020	12/31/2022	0%	No updates recorded	Al Radke CAO
→ Review Strategic Goals from Powell River Regional Social Planning Program Report	<ul style="list-style-type: none"> • Suitable Sustainable Housing For All People • Healthy Early Childhood Development For All Children • Social Cohesion Throughout The Region • Poverty Alleviation And Reduced Income Disparity 	01/01/2020	12/31/2022	0%	No updates recorded	Al Radke CAO
→ Social Planner presents list to SAPAC to prioritize		01/01/2020	12/31/2022	0%	No updates recorded	Al Radke CAO
Conduct a Regional Housing Needs Assessment: 100%		05/01/2020	12/31/2020	0% 0 / 100%	No updates recorded	Laura Roddan Manager of Planning Services

PUBLIC SAFETY

Goal	Details	Start Da...	Due Date	Curre...	Update	Owner
Complete the OH&S Program: 43.8%		01/01/2019	12/31/2022	8% 3.54 / 43.8%	No updates recorded	Melanie Thoms OH&S/Emergency Services Coordinator
→ 1. Implement Health & Safety Toolkit		01/01/2020	12/31/2020	35%	No updates recorded	Melanie Thoms OH&S/Emergency Services Coordinator

→ 5. Organize JHSC Annual Training for all 5 JHSCs: 5 Session(s)	Joint Health & Safety Committees require 8h of annual training. There are 5 in the qRD: 1. qRD main office & maintenance facility 2. NVFD 3. MVFD 4. SIVFD 5. LIVFD	01/01/2020	12/31/2020	0% 0 / 5 Session(s)	No updates recorded	Melanie Thoms OH&S/Emergency Services Coordinator
→ 4. Facilitate Emergency Warden Training: 1 Session(s)	Emergency Warden required for each workplace	01/01/2020	12/31/2020	0% 0 / 1 Session(s)	No updates recorded	Melanie Thoms OH&S/Emergency Services Coordinator
→ 2. Develop and Implement CISM Program for Fire Departments	CISM = Critical Incident Stress Management	01/01/2020	12/31/2020	0%	No updates recorded	Melanie Thoms OH&S/Emergency Services Coordinator
→ 3. Develop and Implement Remaining Health & Safety Programs: 13 Program(s)		01/01/2020	12/31/2020	5% 0.709 / 13 Program(s)	No updates recorded	Melanie Thoms OH&S/Emergency Services Coordinator
Develop Emergency Evacuation Plans: 100%	Referring to consultant for plan development, public/stakeholder engagement coordination. Communications: <ul style="list-style-type: none"> • REEC, quarterly updates at regular meetings • Regional Board: annual update • Senior staff/EOC: monthly update, input into plan development, and training to exercise the plans • Stakeholders: monthly through emergency planning committee • Public: public education sessions in each area of region beginning May 2020 with brochure publication KPIs: <ul style="list-style-type: none"> • First phase grant final report will submit project achievements for provincial review, March 2020 and payout to qRD of \$25,000 for project costs • Second phase grant intake March 2020 with grant award anticipated April 2020 • Second phase Final Report April 2021 for payout of \$25,000 for project costs 	01/01/2019	12/31/2022	0% 0 / 100%	Ryan Thoms: Progress: Emergency Evacuation Operational Plans were completed in February 2020 and integrated into the Regional Emergency Plan. The project's required next steps are to develop public information brochures to explain to the public their role in preparedness and response in an evacuation. This project is currently with our consultant Evacuation Route Planner and is anticipated to proceed however it will likely proceed slower than anticipated as staff cannot provide much support due to focus on EOC pandemic response. Challenges: Consultant is working toward this but anticipate this will go slower due to pandemic preoccupying staff time for oversight. This may delay the originally intended summer 2020 release for the evacuation brochures. Next Steps: No value 03/31/2020	Ryan Thoms Manager of Emergency Services
→ Research the lessons learned from other communities that have planned and performed mass evacuations: 100%	Assigned to consultant.	01/01/2020	12/31/2022	0% 0 / 100%	No updates recorded	Ryan Thoms Manager of Emergency Services
→ Coordinate and attend public and stakeholder meetings: 100%	Assigned to consultant.	01/01/2020	12/31/2022	0% 0 / 100%	No updates recorded	Ryan Thoms Manager of Emergency Services

→ Review stakeholder and transport infrastructure capacities throughout region, including anticipated speed of evac. needs, public abilities/limitations, safety concerns marshalling, and communications: 100%	Assigned to consultant.	01/01/2020	12/31/2022	0% 0 / 100%	No updates recorded	Ryan Thoms Manager of Emergency Services
→ Develop material and deliver to Emergency Planning Committee, Regional Fire Chiefs, REEC: 100%	Assigned to consultant. Material: guidelines, checklists for insertion into regional emergency plan evacuation chapter.	01/01/2020	12/31/2022	0% 0 / 100%	No updates recorded	Ryan Thoms Manager of Emergency Services
→ Obtain mapping evacuation information: 100%	Assigned to consultant (with assistance from qRD GIS).	01/01/2020	12/31/2022	0% 0 / 100%	No updates recorded	Ryan Thoms Manager of Emergency Services
→ Develop and deliver evacuation tabletop exercises: 100%	Assigned to consultant.	01/01/2020	12/31/2022	0% 0 / 100%	No updates recorded	Ryan Thoms Manager of Emergency Services
Develop FireSmart/Wildfire Protection Strategies: 75.75%	Refer to consultant leading FireSmart public supports, training, and resiliency planning.	01/01/2019	12/31/2022	0% 0 / 75.75%	Ryan Thoms: Progress: As per initial progress report; FireSmart Program being maintained within the limitations of current health directives for physical distancing etc. Challenges: Physical Distancing limits some group FireSmart activities but rural property assessments are still possible. Recent smoke and burning restrictions are limiting some residents' abilities to reduce fuel loads on their properties. FireSmart Coordinator working with residents for alternatives to reducing the fuels. Next Steps: Continue to support FireSmart Program and liaise with provincial authorities on future FireSmart opportunities as wildfire season approaches. 04/07/2020	Ryan Thoms Manager of Emergency Services
→ Follow recommendations from 2015 Community Wildfire Protection Plan: 100%		01/01/2020	12/31/2022	0% 0 / 100%	No updates recorded	Ryan Thoms Manager of Emergency Services
→ Develop FireSmart Education Display Material: 100%		01/01/2020	12/31/2022	0% 0 / 100%	No updates recorded	Ryan Thoms Manager of Emergency Services
→ Conduct Interface Wildfire Tabletop Exercise: 100%		01/01/2020	05/31/2020	0% 0 / 100%	No updates recorded	Ryan Thoms Manager of Emergency Services
→ Conduct 7 different fire hall visits to teach interface fire and structure protection: 7 Workshop(s)		01/01/2020	07/31/2020	0% 0 / 7 Workshop	No updates recorded	Ryan Thoms Manager of Emergency Services
→ Deliver Parks and Trails Caretakers FireSmart Workshop: 1 Workshop(s)		01/01/2020	12/31/2022	0% 0 / 1 Workshop	No updates recorded	Ryan Thoms Manager of Emergency Services
→ Coordinate and setup S100 training: 100%		01/01/2020	12/31/2022	0% 0 / 100%	No updates recorded	Ryan Thoms Manager of Emergency Services

→ Conduct private property FireSmart assessments: 100 Property(ies)	01/01/2020	11/30/2020	0% 0 / 100 Property(i)	No updates recorded	Ryan Thoms Manager of Emergency Services
→ Coordinate and deliver FireSmart Demonstration Project: 100%	01/01/2020	12/31/2022	0% 0 / 100%	No updates recorded	Ryan Thoms Manager of Emergency Services
→ Leverage the eligible FireSmart and Wildfire Resiliency activities per provincial/UBCM CRI funding: 100%	01/01/2020	12/31/2022	0% 0 / 100%	No updates recorded	Ryan Thoms Manager of Emergency Services
→ Host Wildfire Community Prep Day: 100%	01/01/2020	05/31/2020	0% 0 / 100%	No updates recorded	Ryan Thoms Manager of Emergency Services
→ Hold wildfire season open house: 100%	01/01/2020	12/31/2022	0% 0 / 100%	No updates recorded	Ryan Thoms Manager of Emergency Services
→ Submit FireSmart 2020 Report to REEC: 1 Report(s)	02/01/2020	12/31/2020	0% 0 / 1 Report(s)	No updates recorded	Ryan Thoms Manager of Emergency Services

COMMUNICATION/ENGAGEMENT

Goal	Details	Start Da...	Due Date	Curre...	Update	Owner
Develop a Communication Strategy: 100%		01/01/2019	12/31/2022	0% 0 / 100%	No updates recorded	Michelle Jones Manager of Administrative Services
Evaluate Related Human Resources Capacity: 100%		01/01/2019	12/31/2022	29% 29 / 100%	No updates recorded	Michelle Jones Manager of Administrative Services
→ Survey and Assess Current Organizational Communication Needs.: 100	Staff conducted an internal survey in November 2019 requesting each department's number of public engagement sessions and communication dedicated hours. Staff calculated number of hours for organizational communications and determined which objectives were not being met. It was also found that due to competing priorities that the communication budget had not been fully expended since 2017. Due to limited capacity, an additional full time staff member would be needed to helm Regional District communications and public engagement. The Board approved the position of Communications Advisor in January 2020.	10/01/2019	03/31/2020	100% 100 / 100	No updates recorded	Michelle Jones Manager of Administrative Services
→ Develop Communication Advisor Role and Timeline for Filling Position: 100%	<ul style="list-style-type: none"> Draft Job Description and Job Posting by April 2020. Completed. Advertise for Position in April. Postponed - Due to COVID -19 Conduct Interviews in May of 2020 - Postponed Hire Communications Advisor By July 2020. - Postponed. 	04/07/2020	12/31/2020	25% 25 / 100%	No updates recorded	Michelle Jones Manager of Administrative Services
Develop Communication Education/Awareness: 100%		01/01/2019	12/31/2022	0% 0 / 100%	No updates recorded	Michelle Jones Manager of Administrative Services